

NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS EXPENSE REPORT

PLEASE PRINT

Name: _____

Address: _____

Name of meeting attended: _____ Date of meeting: _____

Authorizations

Affiliate President _____

NCSA Exec Dir _____

NCSA Chair _____

PLEASE READ EXPENSE
POLICY ON REVERSE SIDE

Day/Date	Lodging	Breakfast	Lunch	Dinner	Miscellaneous	Total daily expense
Sunday _____						
Monday _____						
Tuesday _____						
Wednesday _____						
Thursday _____						
Friday _____						
Saturday _____						

Mileage:

From _____ To _____ To _____

Total miles _____ x 50 cents = _____

X _____

Signature required

I certify the above expenses were incurred by me in accordance with NCSA policy.

Total
Expenses

Total mileage
Expenses

Due

NCSA expense Reimbursement policy

Submit form to: NCSA

455 S. 11th Street, Ste. A
Lincoln, NE 68508

(As amended January 2008)

Should local boards of education not pay expenses for travel, lodging or meals, the NCSA Chair will authorize reimbursement under the following guidelines.

1. **Mileage:** NCSA will reimburse authorized ground transportation at the IRS mileage rate per mile. Reimbursement will be made for airfare for more than 200 miles one way.
2. **Lodging:** One night's lodging will be reimbursed only if the person traveling lives 165 miles or more from the meeting location. Reimbursement is contingent upon submission of a hotel/motel receipt with the expense report.
3. **Meals:** Meals will be reimbursed, including tip, up to \$45.00 per diem. Reimbursement for meals is contingent upon submission of an itemized receipt with the expense report.
4. **Limousine/Cab:** Limousine use and cab fare, including tip, will be reimbursable only when a receipt is submitted with the expense report. Only travel to and from the airport is reimbursable travel at meetings.
5. **Airport parking:** Airport parking cost is reimbursable if a receipt is submitted with the expense report.
6. **Airfare:** Members are expected to purchase airfare tickets as early as possible to assure lowest rates. Tickets should be reserved at least thirty days prior to the flight to achieve low rates, but sixty days or more may be necessary to receive the cheapest rates. Attach final ticket copy to expense report.
7. **Liquor:** NCSA does not reimburse members for liquor.
8. **Attendance at meeting:** All reimbursement is contingent upon the person attending at least fifty percent or more of the meeting.
9. Expenses to attend an affiliate organization business meeting, an NCSA Executive Board meeting, committee meeting, or conference will not be paid if the meeting is held in conjunction with a convention, conference, or workshop a member is attending. If, however, a member attends for the sole purpose of attending the business meeting only, the expenses will be reimbursed.
10. Extenuating or unusual circumstances may be referred to the Executive Board for special consideration.

*Affiliate president must approve only those affiliate members' expenses related to out-of-state travel.